



## Human Resources

DATE POSTED: July 21, 2006

REQ. # 06-193

**NOTICE OF JOB OPENING**  
**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**  
**EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position must be posted for at least five (5) working days from 07-21-06 TO 07-27-2006,  
but will remain open until filled.

DEPARTMENT/DIVISION
VETERAN SERVICES

POSITION AVAILABLE
VETERAN SERVICES DRIVER/MEDICAL COORDINATOR

# OF OPENINGS
1

STARTING SALARY
\$8.53/HR

COMMENTS
<p><b>DRIVING POSITION</b></p> <p><b>*POSITION REQUIRES DRIVING A MULTI-PASSENGER VAN, TRANSPORTING DISABLED VETERANS TO AND FROM THE WEST PALM BEACH VA MEDICAL CENTER. CANDIDATE MUST BE A HONORABLY DISCHARGED VETERAN OF THE U.S. ARMED FORCES AND SUBMIT A DD214 WITH APPLICATION</b></p>

VETERANS PREFERENCE
<p>It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.</p>

**JOB CODE 669**  
**PAY GRADE 06**  
**SALARY : \$8.53 - \$13.19**  
**VETERANS SERVICE DRIVER/MEDICAL COORDINATOR**

**MAJOR FUNCTION:** Transportation of Veterans to and from Department of Veterans Affairs Medical Facilities.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:**

**Knowledge:** Basic knowledge about proper vehicle maintenance. Physical strength and ability to assist Disabled Veterans and carry their wheelchair, walker, etc. Ability to understand directions and instructions. Thorough knowledge of traffic laws.

**Abilities:** Ability to drive independently to Medical Facilities within the State of Florida. Ability to maintain records and to make reports requiring extreme accuracy. Ability to make on the spot decisions without the supervision of the Director. Coordinates the transportation of veterans to VA Medical Center in Florida. Operates and maintains Transportation System vehicles, drives and also is responsible for recruiting and training of 10-12 Drivers who are utilized to augment the multiple trips made on a weekly basis to the VA Medical Center in West Palm Beach and Miami. Must be computer literate in order to coordinate appointments with Medical Center Scheduling System and to administer scheduled trips for more than 3,000 St. Lucie Veterans each year. Creates and maintains a high level dialogue with Administrative level Managers and Clinicians to insure that proper care and services are rendered to every St. Lucie Vet. The VSDC must deal with over 5, 000 employees and volunteers of the Medical Centers in a solicitous and sagacious manner which will reflect a resonant demeanor on the reputation long established by the St. Lucie County Veterans Service Department.

**ESSENTIAL JOB FUNCTION:** Operates and maintains the Veterans Transportation vehicles. Drives and maintains vehicle, service, wash, etc. Coordinates and schedules trips. Coordinates volunteer drivers, as needed. Performs other Veterans Services Office duties as necessary or assigned. Maintains statistical and accounting data on Veterans Transportation System. Work varied hours as necessary based upon trip needs. Reports to the Director of Veterans Services. Ability to assist lifting veterans that need to be transported.

**ESSENTIAL PHYSICAL SKILLS:** Incumbent must be in good physical condition and have good vision with or without corrective glasses. Medium to high physical effort is needed in maneuvering vehicles, especially when backing these vehicles. Incumbent will be required to lift moderate weight as they assist patients into and out of the vehicle. Work will require walking, bending and sitting for long periods of time. Incumbent must be capable to change a tire if necessary.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Work will be performed both inside and outside where the incumbent is exposed to all types of weather. Incumbent is subject to the injuries involved with loading and unloading of vehicles.

**WORK HAZARDS:** Constant vehicular traffic. Works in close proximity of people with illnesses.

**SAFETY EQUIPMENT USED OR NEEDED:** CPR masks, seat belts. Incumbent is required to know basic first aid and cardiopulmonary resuscitation (CPR) techniques to assist medical technicians in treating patients when requested. They are familiar with the first aid kits in the vehicle. Must have sufficient knowledge of the mechanical operation of a variety of different types of vehicles to know when vehicles need repairs or adjustments. Incumbent independently arranges for routine maintenance of vehicles and informs VIM of these repairs. Incumbent is responsible for maintaining the vehicle in a clean, safe, operating condition. Drivers of passenger vans know the route and the time schedule to follow, and have skill in braking and maneuvering the vehicle to avoid jostling the passengers. The drivers must have the ability to deal effectively with people in a hospitable manner. Also, must have skill in selecting alternate routes to avoid heavy traffic or other delaying conditions. Incumbent must possess reading, writing and math skills to correctly read maps, document mileage logs, gas logs and any accident that may occur during daily operations.

**RESPONSIBILITY:** Incumbent receives general supervision from the Veterans Service Manager. The incumbent works without supervision while off station, therefore the incumbent must be able to make decisions in emergency situations where supervision is not available. The driver is responsible for selecting routes and obeying all traffic laws and safety regulations, as well as the safe loading and unloading of the vehicle. Driving duties and vehicle preventive maintenance tasks are subject to review by the Coordinator.

**EDUCATION:** High school diploma or equivalent, college preferred but not required and management experience a plus. Basic Medical knowledge and excellent interpersonal relation with disabled individuals. Certified in First Aid, CPR, and any other certification required by the State of Florida.

**EXPERIENCE:** Good driving record. Honorably discharged veteran.

**LICENSE, CERTIFICATION, OR REGISTRATION:** Valid Florida operator's license required. Maintain a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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